

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



September 22, 2005

ALL COUNTY INFORMATION NOTICE NO. I-60-05

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CHILD CARE COORDINATORS

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: ASSESSMENT OF FAMILY FEES FOR STAGE ONE CHILD CARE SERVICES

REFERENCE: MANUAL OF POLICIES AND PROCEDURES (MPP) SECTIONS 47-401.7, 47-401.8, 47-230.221-.232, 47-240  
ALL COUNTY INFORMATION NOTICE (ACIN) I-115-00

The purpose of this letter is to remind county welfare departments of specific requirements stipulated in the California Department of Social Services' (CDSS) MPP and clarified in ACIN I-115-00, dated December 5, 2000. Counties that administer California Work Opportunity and Responsibility to Kids (CalWORKs) Stage One Child Care are to ensure that all families have their fees assessed according to the family fee schedule in the CDSS' MPP Section 47-401.8.

Education Code Section 8263(f) authorizes the State Superintendent of Public Instruction to establish a family fee schedule. This schedule applies to all child care and development services, including CalWORKs child care funded by CDSS and the California Department of Education (CDE). MPP Section 47-401.7 requires Stage One programs to use the family fee schedule established by CDE. Therefore, families in Stage One with incomes of more than 50 percent of the State Median Income must have their fees assessed based on the fee schedule.

As specified in MPP Sections 47-230.221 through 47-230.232 and 47-240, the family fee is determined by using the income of all adults and children related by blood, marriage, or adoption who live in the home. This includes step-parents, regardless of whether they are included in the assistance unit. For that reason, the income of all related adults living in the home must be included in the family fee calculation. However, the income of an individual who receives federal Supplemental Security Income and State Supplemental Program benefits shall not be counted as income for the purposes of calculating a family fee.

Page Two

In addition, families off of cash aid and receiving CalWORKs Child Care must also have their family size and income calculated to determine income eligibility and to calculate the family fee according to the current fee schedule.

If you have any questions, please call the Child Care Programs Bureau at (916) 657-2144.

Sincerely,

***Original Document Signed by:***

VENUS GARTH, Chief  
Child Care and Refugee Programs Branch

c: CWDA